

INSTRUCTIONS FOR SUBMITTING TRAINING DOCUMENTATION & FEE PAYMENTS

SUBMITTING INFORMATION:

- ✚ COMMUNICATION BY EMAIL IS REQUESTED (CONTACT INFO PROVIDED BELOW).
- ✚ REQUESTED INFORMATION SHOULD BE RETURNED BY ATTACHMENT OF SCANNED DOCUMENT TO EMAIL WHEN POSSIBLE (PREFERRED) OR BY FAX. RETURN BY MAIL ONLY IF NO OTHER OPTION IS AVAILABLE.
- ✚ IF CONTACTING BY PHONE AND LEAVING VOICE MAIL, LEAVE A DETAILED MESSAGE AND PROVIDE YOUR LIQUOR LICENSE NUMBER AND YOUR EMAIL CONTACT INFORMATION SO ANY ISSUE(S) CAN BE RESEARCHED AND YOU CAN BE INFORMED OF THE RESULTS. VOICE MAILS MAY NOT BE IMMEDIATELY RETURNED DEPENDING ON CURRENT WORKLOADS.

RETURN THE FOLLOWING CONTACT INFORMATION IMMEDIATELY:

EMAIL: _____

BUSINESS PHONE: (_____) _____ -- _____

CELL PHONE: (_____) _____ -- _____

MAY WE CONTACT YOU BY TEXT MESSAGING? Yes ☐ No ☐

PREMISE NAME: _____ Lic. # _____

PAYMENT INSTRUCTIONS:

- ✚ DEBIT/CREDIT CARD PAYMENTS AND eCHECK (DIRECT DEBIT TO YOUR BANK ACCOUNT) PAYMENTS CAN BE MADE FROM OUR WEBSITE (www.lcc.ne.gov) USING THE PAYPORT LINK PROVIDED ON OUR HOME PAGE. THIS IS OUR PREFERRED METHOD OF PAYMENT TO BE USED WHENEVER POSSIBLE. FOR TRAINING PROCESSING FEES, SELECT "TRAINING CERTIFICATE" IN THE DROP DOWN MENU BOX FOR THE TRANSACTION ITEM FIELD.
- ✚ WE NO LONGER ACCEPT DEBIT/CREDIT CARD INFORMATION FOR PAYMENTS BY PHONE OR IN PERSON. ALL DEBIT/CREDIT CARD PAYMENTS **MUST** BE PROCESSED THROUGH PAYPORT. IF PAYING IN OUR OFFICE, ACCESS TO PAYPORT WILL BE PROVIDED.
- ✚ PAYMENTS BY CHECK OR MONEY ORDER (NOT PREFERRED) MAY BE MADE BY MAIL OR IN PERSON; CASH PAYMENTS WILL BE ACCEPTED IN PERSON ONLY.

TRAINING ISSUES CONTACT INFO:

DAVE KIRWAN – LICENSING DIVISION

EMAIL: david.kirwan@nebraska.gov
(PREFERRED)

FAX : (402) 471-2814

PHONE: (402) 471-4831

SEND MAIL TO:

NEBRASKA LIQUOR CONTROL COMMISSION
301 CENTENNIAL MALL SOUTH, 5TH FLOOR
P. O. Box 95046
LINCOLN, NE 68509-5046

OTHER CONTACT INFO:

AN "EMPLOYEE DIRECTORY" OF OUR STAFF AND "CONTACT US" EMAIL IS AVAILABLE ON OUR WEBSITE UNDER THE "ABOUT US" TAB ON OUR HOME PAGE.